



Internship Opportunity

KY Labor Cabinet Kentucky Workers' Compensation Funding Commission

I. Position Title and Location

Labor Cabinet Intern

Kentucky Workers' Compensation Funding Commission, 42 Mill Creek Park, Frankfort, KY 40601

The Kentucky Workers' Compensation Funding Commission (KWCFC) has the statutory authority to provide fiduciary management of the Special Fund and establish annual assessment rates through 2029 to provide level funding to retire the pre-1996 claim liabilities.

II. Role of the Intern

The Kentucky Labor Cabinet, Workers' Compensation Funding Commission is seeking a dynamic undergraduate or graduate student to assist the audit staff in research, data gathering, analysis and compilation of written documents, including reports and articles regarding the assessment and collection of workers' compensation assessment. The intern will work independently with the guidance of the Audit Director.

Information regarding:

KWCFC: <https://kwcfc.ky.gov/Pages/default.aspx>

III. Duties and Responsibilities

- a. Perform background research on workers' compensation assessment collection programs in other states.
- b. Analyze data gathered and conduct comparison analysis to determine best practices and assessment determination methods.
- c. Attend meetings upon request.

- d. Produce and present oral and written results to Executive Director and staff with best simplification practices for workers' compensation assessment collection.
- e. Assist with various related tasks upon request.

IV. Skills

The intern selected for the positions should:

- a. Demonstrate the ability to work independently after receiving an orientation and instructions from the Executive Director and senior team.
- b. Be adept at written and oral communication, and possess the ability to present various materials.
- c. Be comfortable with basic software such as Office Suite, PowerPoint, Excel, etc.
- d. Given the nature of the position and potential interaction with leaders from government and business communities, be professional in demeanor and appearance.

V. Logistics

The position will be from June through August of 2018. The intern is expected to work 20 hours per week, with a salary range of \$7.25-\$12.30 per hour.

To apply, please go to the following web address, search for position 56033BR (CO-OP Intern) and complete the application.

<https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=20101&siteid=5031#home>

In addition to completing the online application at the above link, please forward a cover letter expressing interest, a current resume, 2 writing samples and 2 letters of recommendation to Cassidy.connell@ky.gov